

# **ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2001/05/01 : CIA-RDP80-01826R001100090025-8

## **Proposed Functional Statement**

The Salary and Wage Division is responsible for:

1. Establishing titles, series, grades, and pay rates of Agency positions that are internally consistent, maintain comparability with government and industry, and achieve grade stability; included are General Schedule, prevailing rate, special rate, Foreign Local and National categories.
2. Reviewing the organization and functions of Agency components, advising Operating Officials on appropriate changes, and developing recommendations for submission to the Office of Budget, Program Analysis, and Manpower concerning changes in organizational structure, realignment of functions for more effective and efficient operations, and realistic manpower requirements and employee utilization.
3. Monitoring the average grade of Agency positions, determining the need for changes which will increase the average grade, and making appropriate recommendations to the Executive Director-Comptroller.
4. Conducting regular surveys, covering pay, employee utilization and organization of Agency components, Headquarters and field, to insure appropriate position and grade structure, organization and functional alignment, and effective manpower utilization and requirements.
5. As directed, conducting special studies of various aspects of personnel management policies and programs directly or indirectly related to pay and compensation systems and administration.
6. Conducting studies and surveys of pay, organization and management practices in Government and commercial organizations to determine the adequacy of the Agency's pay and organization structure and developing proposals for application to the Agency.
7. Giving advice, guidance, and support to the D/Pers on the establishment and grade levels of supergrade positions and maintaining appropriate records and control of supergrade positions.
8. Giving advice and guidance to the Scientific and Technical Personnel Committee in establishing positions in the scientific and professional schedule.
9. Issuing necessary documentation authorizing changes or amendments to the existing position and organization structure of the Agency.

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10. Establishing and maintaining effective liaison with other Government agencies relative to pay practices and systems to ensure timely adoption of pay practices, changes, rates, and systems appropriately applicable to the Agency.

11. Reviewing the organization and pay structures of proprietary organizations of the Agency to establish equitable pay systems and personnel practices.

12. Developing regulatory issuances on all aspects of pay administration.

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